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17 February 1953

FOREWORD

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Regulation ██████ "CIA Procurement and Supply Manual" established the procurement and supply policies of the Agency. This manual is published for information, guidance and compliance of all concerned. Policies on Real Estate and Construction, and Transportation will be included at a later date.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

WALTER REID WOLF
Deputy Director
(Administration)

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INTRODUCTION

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1. PURPOSE

A. The purpose of this manual is to establish Agency policy for the procurement, distribution, accounting for, control, issuance and disposal of Agency material.

B. Except as otherwise stated herein, the policies prescribed in this directive become effective upon publication. Senior Representatives are authorized to deviate from these policies to the extent dictated by security requirements; otherwise, no deviations or exceptions will be permitted except by the specific authority of the Deputy Director (Administration). Within the limitations imposed by security consideration proprietary accounts will be operated under the policies expressed in this manual.

2. RELATION TO EXISTING INSTRUCTIONS

A. So far as practicable, all policy matters concerning procurement and supply which are more or less permanent in application and which are issued by authority of the Deputy Director (Administration) will be contained within this manual.

B. Policy expressed in this manual will supercede all existing conflicting directives.

C. Subsequent changes in Agency policy and direction reflected by Administrative issuances will be reflected by changes, additions, or deletions, to this manual.

3. CHANNELS FOR SUBMISSION OF PROPOSED REVISIONS AND AMENDMENTS

A. Agency activities will submit proposed amendments or revisions through channels to the Chief, Logistics Office. Proposed amendments or revisions will be reviewed and, where publication is deemed appropriate, transmitted to the Deputy Director (Administration) for review and subsequent publication. If revision or amendment is considered inadvisable, originating component will be advised of reason therefor.

4. ORGANIZATION OF THE MANUAL

A. The CIA Procurement and Supply Manual is published in four parts.

(1) Part I - General

(2) Part II - Planning

(3) Part III - Supply

(4) Part IV - Purchase

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- B. Each Part will be divided into Sections corresponding to those referenced in the Part outline, and Sections will be in numerical page sequence.
- C. All revised pages will be identified by the manual title and regulation number, Part number, Section, and date of publication.
- D. In order that changes may be identified more specifically, a bracket will precede and follow each new or revised portion of all revised pages furnished with the change.
- (1) A double bracket will indicate that portion which has been deleted. When changes are too numerous to identify individual changes within a paragraph, a bracket will precede and follow the entire paragraph.
 - (2) If a bracket follows a paragraph number, it indicates that the body of the paragraph has been changed. If it precedes a paragraph number, it indicates that a paragraph has been added.
 - (3) When the pages are again revised, previous brackets will be dropped and new ones indicating new changes will be inserted.

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PART I - GENERAL, SECTION A - MISSION OF THE LOGISTICS OFFICE

I. MISSION

The Chief of Logistics is responsible for the procurement, distribution, and accountability of all equipment and supplies; for transportation of personnel, equipment, and supplies; for meeting real estate and construction needs; and for the coordination and compilation of forecasts of requirements for Agency logistical support.

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PART I - GENERAL, SECTION B - FUNCTIONS OF THE LOGISTICS OFFICE

I. FUNCTIONS

The Chief of Logistics shall:

- A. Develop, recommend, and implement programs, policies, and procedures for the logistical support of all CIA activities.
- B. Procure or provide technical guidance as necessary for the procurement of services, materials and supplies determined necessary for Agency activities, directly or by contract, from commercial, military, and other Government sources.
- C. Negotiate with officials of other Government organizations agreements to insure that CIA logistical requirements are met on a timely basis.
- D. Provide necessary coordination to compile requirements for equipment and supplies essential for Agency operations, including development of supply programs, stock levels, production capacity requirements, and controlled materials program requirements.
- E. Provide [REDACTED] and technical guidance for overseas facilities, for the receiving, inspecting, warehousing, packing, issuing, and disposing of all supplies and equipment.
- F. Provide the transportation of personnel, equipment, property, and supplies by common carrier or otherwise.
- G. Provide for the design and construction of facilities for office space, warehousing, living quarters, and utilities such as power installations, sewer and water systems, heating, air conditioning and refrigeration, and communications and monitoring facilities throughout CIA; and acquire real estate, improved or unimproved, by purchase or otherwise.
- H. In collaboration with operating offices concerned, provide for selection, assignment, indoctrination, training, and rotation of logistics personnel for whom technical guidance is required.
- I. Assume, on behalf of the Director of Central Intelligence, accountability of and responsibility for Agency supplies, equipment, and real estate. Develop and implement regulations and procedures pertaining to an integrated Agency stock accounting system.
- J. Coordinate all phases of logistical support and assist as required in the preparation of logistical annexes for operational plans.

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PART I - GENERAL, SECTION C - AGENCY SUPPLY SYSTEM

1. COMPOSITION OF THE SUPPLY SYSTEM

The Agency supply system embraces all elements of the Agency concerned with the procurement, storage and issue of Government property, including subsidy and proprietary activities. This system includes the Logistics Office at Agency Headquarters, Depot and functional elements within the operating units.

2. GENERAL DEPOTS

Major [REDACTED] supply establishments of the Agency, General Depots are under the direction and supervision of the Deputy Director (Administration) through the Chief, Logistics Office. General Depots may serve as area supply centers for any or all classes of material, an area repair center, a procurement center, a manufacturing center or any combination of the foregoing.

3. SPECIALIZED DEPOTS

Specialized Depots are [REDACTED] under the direction and supervision of the Deputy Director (Administration) through the Chief, Logistics Office. Specialized depots furnish only specific classes of supplies or serve specifically designated activities.

4. FIELD DEPOTS

Field Depots are under the direction and supervision of Senior Representatives, and are furnished technical guidance and assistance by the Deputy Director (Administration) through the Chief, Logistics Office. Field Depots are overseas establishments and serve the purpose of General Depots or Specialized Depots, or both, and may act as the central stock control center for an area.

5. STATIONS

A. An Agency Field Station is an operational facility in the field under the direction of a Senior Representative and will normally receive its supply support by local procurement (commercial or military), within the scope of Agency Regulations, or from the nearest Field Depot, or in the absence of Field Depots, from General Depots. Should certain Stations be so small as to preclude the assignment of a supply officer or, if considered feasible for other reasons by Senior Representatives, small Stations may be satellited upon other stations for supply support. Technical guidance and assistance are furnished Station by Deputy Director (Administration) through the Chief, Logistics Office.

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PART I - GENERAL, SECTION D - BONDING OF PERSONNEL

1. REQUIREMENTS

The Chief, Logistics Office, may require personnel engaged in procurement and supply activities to give bond with sufficient surety for the faithful performance of their duties on an individual basis. These duties may include appointment as Accountable Officers for public property, or being intrusted with the duty of disbursing or handling of public funds.

2. PAYMENT OF PREMIUMS OR COST

Payment of premiums or cost of surety bonds will be made by the Agency Comptroller or his designee, as authorized, in accordance with Public Law 110, 81st Congress, Section 10 (a).

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PART III - SUPPLY, SECTION A - GENERAL


1. PURPOSE

Part III prescribes Agency supply policy. A supply procedures manual, based on policies stated herein, will be published. That manual will contain detailed procedures for supply operations, Agency wide.

2. FORMS

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The policy manual will prescribe the types of forms to be used. The procedures manual will contain sample forms. Elements of the Agency



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**PART III - SUPPLY, SECTION B
PUBLIC PROPERTY ACCOUNTING - ACCOUNTABILITY AND RESPONSIBILITY**

1. DEFINITIONS

A. ACCOUNTABILITY

The obligation of an individual officially designated to maintain a formal record of Government property on a prescribed stock record account system, which is subject to audit by officially designated auditors.

B. ACCOUNTABLE OFFICER

An individual designated to maintain accountability and charged with pecuniary responsibility for the proper discharge of his responsibilities.

C. RESPONSIBILITY

(1) Supervisory Responsibility

The obligation of an individual for the proper custody, care and safekeeping of Government property under his supervision.

(2) Individual Responsibility

The obligation of an individual to whom property has been intrusted and who, by virtue of personal possession, is specifically charged with its care and safekeeping.

D. DISPOSITION

The issue, transfer, sale, salvage or other authorized action of accountable officer in relinquishing possession and control of Government property.

E. PROPERTY CLASSIFICATION

(1) Real Property - Land and interests therein, leaseholds, buildings and improvements, and appurtenances thereto. It includes piers, docks, warehouses, rights-of-way, and other easements, whether temporary or permanent, underground conduits and associated manholes, utilities systems and parts thereof, and all other improvements permanently attached and ordinarily considered real estate. It does not include machinery, equipment, fixed signal communication systems, etc., which may be severed or removed from buildings without destroying the usefulness of the structures.

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- (2) Installed property - Movable things, such as equipment, apparatus, appliances, fixtures, machinery, etc., which have been fixed in place or attached to real property, but which may be severed or removed from buildings without damaging or destroying the usefulness of such buildings or structures.
- (3) Personal property - All raw materials, commodities, manufactured articles, transportation units, and unit assemblages, and units of equipment procured, stored, or issued, which have not become real property and which have not been installed so as to become an integral part of a building or structure. Personal property is hereinafter referred to as property, material, supplies or items.
- (4) Expendable property - Supplies which are consumed or loses identity in use. Also included are those items such as spare and repair parts which are used to repair or complete other articles, and thereby lose their separate identity, and material used in manufacturing and for testing (not including testing devices) and experimental purposes. Supplies will not be considered as expendable unless specifically authorized by the Agency Catalog.
- (5) Nonexpendable property - Supplies which are not consumed and which ordinarily retains its separate and original identity during the period of use, i.e., vehicles, machines, tools, instruments, etc.

F. STOCK RECORDS

A formal record maintained by an accountable officer on prescribed forms in the prescribed manner, showing by item all transactions affecting the status of Government property, and supported by files of documents (Vouchers) used in such transactions.

G. VOUCHERS

Documents used in transactions affecting accountability. Issue Slips, Shipping Documents, Receiving Reports, are examples of documents which become Vouchers.

2. ACCOUNTABLE OFFICER

An accountable officer will be designated at depots and stations for the purpose of assuming accountability for agency supplies in storage or in use or in possession of others to whom it has been entrusted for use or custody. The accountable officer will assume accountability from time of receipt until relieved by an action listed in paragraph 8 below. The accountable officer will also assume accountability for public property found abandoned or recovered from unauthorized users.

3. DESIGNATION OF ACCOUNTABLE OFFICER

A. The Chief, Logistics Office, will designate accountable officer(s) for Headquarters.

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B. Station Chiefs will designate accountable officers for Stations under their jurisdiction.

C. Chiefs of Depots will designate accountable officers for Depots under their jurisdiction.

D. When it is necessary for Station Chiefs or Depot Chiefs to be accountable officers, they will be so designated by their immediate supervisors.

E. When, because of limited size or scope of operations or other considerations, Senior Representatives do not consider the maintaining of accountability at certain Stations feasible, accountable officer will not be designated. In such cases, other stations or depots will be required to maintain accountability for stations not having accountable officers and will furnish supply support to those stations, except as specified in G, below.

25X1A F. When, because of limited size or scope of operation or other considerations, it is not considered feasible to maintain accountability [REDACTED], accountable officers will not be designated. In such cases, other stations or depots will be required to maintain accountability for stations not having accountable officers, as determined by the Chief, Logistics Office.

25X1A G. When any activities, [REDACTED] overseas; cannot establish accountability because of limited size or scope of operations, and such activities do not have reasonable access to stations or depots maintaining accountability because of distances involved, lack of communications or security considerations, the Logistics Office will be informed of the circumstances involved. The Logistics Office will maintain accountability for activities in this category and will furnish direct supply support as required.

H. One accountable officer will be appointed for each activity maintaining accountability except when a depot and a station are operated in the same physical area, one individual may serve as accountable officer for both activities.

I. When an accountable officer is unavoidably detained for duty which temporarily separates him from the property for which he is accountable, a temporary accountable officer will be designated to act in the name of the accountable officer. If the absence extends beyond 90 days, the incumbent accountable officer will be relieved from accountability and a new accountable officer will be designated.

J. Accountable officers will be under the immediate supervision of their designators.

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K. When accountable officers are appointed, the Chief, Logistics Office, will be informed by the appointing authority who will furnish name, grade, title, organizational component and mailing address of the accountable officer. Signature cards will be accomplished in triplicate by accountable officers and forwarded to the Logistics Office, Headquarters. Senior Representatives will also be furnished the foregoing information for activities under their jurisdiction.

4. ACCOUNT NUMBERS

Property accounts established by accountable officers will be identified by account numbers for respective station published by the Comptroller in Standard Table of Allotment Accounts.

5. PROPERTY ON LEASE

Accountable officers shall maintain a separate record of all property under lease, regardless of source.

6. PROPERTY ON LOAN

Accountable officers shall maintain a separate record of all property which has been loaned to the Agency by individuals, groups, other branches of the United States Government or foreign governments.

7. CHANGE OF ACCOUNTABLE OFFICERS

A. When relieved of accountability, accountable officers will turn over to successors all property for which they are accountable, including the records, forms, files, receipts, and equipment within their spheres of accountability.

B. Under ordinary circumstances, accountable officers, when turning over accountability to a successor, will be relieved of accountability upon the execution of a certificate stating that as of a specified date and a specified voucher number the account is true and correct to the best of his knowledge and belief. If deficiencies are subsequently discovered within the realm of responsibility of the former accountable officer, the incumbent accountable officer will resolve the deficiencies to the extent possible. Deficiencies which cannot be resolved by the incumbent accountable officer will be referred to the former accountable officer for correction. Accountable officers assuming accountability from a predecessor will certify that as of a specified date and voucher number he has assumed accountability.

C. When upon the assumption of accountability there is any reason to suspect misuse or misappropriation of property, non-compliance with regulations or other such conditions, a physical inventory will be taken to the extent deemed necessary by the accountable officer's superior. In these cases the accountable officer being relieved will make the necessary adjustments before accountability is transferred.

8. RELIEF FROM ACCOUNTABILITY

A. Accountable officers will terminate accountability when material is transferred to another accountable officer, issued for immediate use (expendable material only) loses its identity when issued for incorporation into other material, disposed of as unserviceable, entered on a Survey Report, or an approved Inventory Adjustment Report.

B. The Chief, Logistics Office or Senior Representatives may authorize termination of accountability under the following special circumstances:

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(2) When unforeseen situation arises requiring the immediate abandonment or destruction of materiel.'

(3) When materiel is lost, destroyed or damaged beyond repair as a result of the action of a foreign government, group or individual providing such loss, destruction or damage did not in any way result from the willful act or negligence of any representative of the U. S. Government.

(4) When materiel is required to be used as a medium of exchange provided such exchange is of benefit to the United States Government.

(5) Non-expendable issued for use in an operational project when recovery is not possible or unlikely.

(6) "Cached" materiel, provided operating elements maintain records of quantities and location.

9. ACCOUNTABLE RECORDS

Accountable officers will maintain the following basic records for the purposes stated:

A. Stock Record Cards: The basic instrument of stock control, a separate card will be maintained for each line item of materiel involved. Stock record cards will show by line item and voucher number a record of each transaction affecting accountability. They will also show a record of materiel "Due in" to the accountable officer and a record of materiel "Due out" to operating elements.

B. Voucher File: Each receipt, issue, shipment or other action affecting accountability will be recorded on a prescribed form and will be considered accountable vouchers. Vouchers will be numbered consecutively beginning with each fiscal year. Except where otherwise specifically prescribed, each entry on a voucher will be posted to the applicable stock record card. All vouchers will be filed in the voucher file in numerical sequence. A Voucher Register will be maintained in conjunction with the voucher file. Issues of materiel purchased locally for immediate use and of a non-recurring nature need not be posted to

the stock record card. A certificate on copy of Receiving Report signed by the user will suffice.

C. **Memorandum Receipt Files:** A record of non-expendable property in use, hereafter referred to as "Memorandum Receipt Property" will be maintained by the accountable officer. This record will consist of a copy of each issue document and turn-in document and a prescribed form for recording transactions. Accountable officers will issue a consolidated memorandum receipt at least semi-annually to each responsible officer, and upon change of responsible officers. Consolidated memorandum receipts will list all property properly chargeable. Responsible officers will verify consolidated memorandum receipt quantities by inventory of property on hand, take proper action on shortages and report overages to the accountable officer. Responsible officers will maintain a record of Memorandum Receipt Property in their possession.

10. ACCOUNTING FORMS

The following forms are the basic documents used as Vouchers to Stock Records Accounts:

A. **Issue Document:** A document for recording issues of material from accountable officers to responsible officers or operational components. Non-expendable equipment will be issued on Issue documents with the term "Memorandum Receipt" stamped or otherwise indicated on the form. Accountability will not be terminated when non-expendable material is issued on issue documents (except as prescribed in para. 8, Sec. B).

B. **Turn-in Document:** A document for recording turn-in of material from responsible officers or users to accountable officers. Turn-in documents indicate actions which are the reverse of those recorded on issue documents.

C. **Shipping Document:** A document for recording transfers of material between accountable officers.

D. **Receiving Report:** Document prepared by accountable officers to record receipt of material obtained by procurement action.

E. **Inventory Adjustment Report:** A document used to adjust operational losses discovered in inventory of accountable officer's stocks. Inventory Adjustment Reports used for this purpose must be signed by the accountable officer and approved by the superior. The accountable officer and approving authority will assure that the use of Inventory Adjustment Reports to adjust inventory discrepancies is not abused. The Inventory Adjustment Report will not be used to adjust discrepancies in property issued on Memorandum Receipt. Inventory Adjustment Reports may be used in various administrative transactions not affecting accountability such as changes of stock numbers, nomenclature, etc.

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F. Survey Report: Survey Reports (or Report of Survey) are documents used to terminate accountability for property lost, destroyed or damaged under questionable circumstances (see Sec. J).

11. ACCOUNTING "SPOT CHECKS"

To discharge more fully his responsibilities for public property, the Accountable Officer will require continuous "Spot Checks" to assure the observance of proper care, use, handling of and accounting for supplies pertaining to his supply activity. "Spot Checks" will consist of inventorying and checking the Stock Records Cards of a list of items (selected at random or because of value, difficulty of supply, etc.), verifying the postings on stock record cards against corresponding figures on appropriate documents and vouchers to the stock record account, and examining the general condition of the account. If "Spot Checks" reveal irregularities or inaccuracies, appropriate authority will determine the extent and cause thereof, and will instigate corrective action as required under the circumstances.

12. DISPOSAL OF ACCOUNTABLE RECORDS

Disposition of inactive stock records and voucher files will be made after final audit and will be in accordance with the Agency Records Disposal Schedule.

13. ACCOUNTING BY SERIAL NUMBERS

Sensitive and expensive equipment which bears serial numbers, such as typewriters, weapons, cameras, watches, etc., will be accounted for by serial number when issued for use. This will be accomplished by recording the serial numbers on issue documents and turn-in documents.

14. ACCOUNTING FOR AUTOMOTIVE VEHICLES

A. In addition to maintaining regular stock record cards for each model, make, and type of automotive vehicle, an individual automotive vehicle record will be maintained by the accountable officer for each separate vehicle. This record will contain the make, model, type, chassis number, original cost, date of purchase, motor number and the name of the individual responsible for the vehicle, and a list of the accessories attached to the car.

B. The Chief, Logistics Office, will account for all Agency-owned vehicles to which an individual or organization holds title and will maintain, in addition to those records shown in A, above, a "Declaration of Trust" properly authenticated and signed by the responsible individual.

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15. UNCLASSIFIED DOCUMENTS AND FOREIGN BOUND BOOKS AND PUBLICATIONS

The Chief of the Agency Library is accountable for all unclassified bound books and periodicals obtained by purchase, with the following exceptions.

A. Desk dictionaries, Government manuals, style manuals, and such publications listed in the CIA catalog.

B. Readily available English language periodicals and newspapers which are not designated as Official Library Copies.

C. Books and periodicals acquired by [REDACTED] foreign field activities.

D. Publications purchased for the Geographic Division for the purpose of foreign exchange.

E. Those books and periodicals which, in the judgement of the CIA Librarian, are of value for intelligence purpose only for a relatively short period of time, or which for other reasons should be considered as expendable property.

16. RESPONSIBILITY

A. Responsibility is charged to any individual to whom public property has been entrusted and who is charged with its care and safekeeping, whether in use or in storage. Responsibility arises from possession, or supervisory responsibility over those who are in possession.

B. The terms "accountability" and "responsibility" are not synonymous. Accountability is assumed only by officially appointed individuals. Responsibility falls upon anyone charged with care of Government property. An accountable officer is both accountable and responsible for property in his physical custody. He is accountable for but not responsible for non-expendable property in use by responsible individuals. He is neither accountable nor responsible for expendable materiel which he has issued for immediate use. Responsible individuals are responsible for all materiel expendable and non-expendable in their custody or under their supervision.

17. OFFICE HEADS' RESPONSIBILITY

Office Heads are required to insure that property within their respective offices is properly safeguarded, handled and maintained, and that there is no accumulation in excess of actual needs.

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18. SENIOR REPRESENTATIVES' RESPONSIBILITY

Senior Representatives of the Director of Central Intelligence are required to ensure that serviceable property, for both supply and operational purposes, is available for those activities under their jurisdictions.

19. DEPOT AND STATION CHIEFS' RESPONSIBILITY

Depot and Station Chiefs are required to ensure that property within their respective jurisdictions is properly safeguarded, handled, maintained, administered, and accounted for. It is essential that each Depot and Station Chief assures that the required property is on hand, that it is in serviceable condition, and that it is properly cared for and used; and equally important, that there is no accumulation of property in excess of authorized levels, allowances, or needs.

20. DUTIES OF RESPONSIBLE OFFICERS

A person in charge of a specific activity is responsible for all property pertaining to that activity, whether he receipts for it or not. It is the duty of this individual to attend personally to its security and to supervise such transactions himself, or cause them to be supervised by competent personnel. He has the following responsibilities in connection with property.

- A. Have in his possession, in serviceable condition, such articles of authorized equipment as are required for the proper performance of the assigned mission of his activity and which he can properly maintain, safeguard, and employ.
- B. Determine, by frequent inspections, that all articles of equipment on hand are complete and serviceable.
- C. Ensure that all persons under his jurisdiction are properly instructed in care, use, and maintenance of property, and rigidly enforce such instructions.
- D. Maintain records of receipts and issues, when prescribed, which will reflect at all times the status of all property for his activity.
- E. Have the necessary action taken as hereinafter prescribed in the case of loss, damage, or destruction of property for which he is responsible.
- F. Designate one or more authorized representative(s), if required, to receipt for property.

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G. Have all property in excess of authorized allowances, levels and needs turned in to the appropriate Accountable Officer.

21. RELIEF FROM RESPONSIBILITY

When a responsible individual is relieved from a position, he will without delay, turn in property for which he is responsible or transfer it to an authorized successor, and effect settlement of his responsibility. It will be the duty of each Office Head, Station or Depot Chief to see that settlement is effected before the departure of the individual. Any property not transferred to a successor will be taken possession of by the appropriate Accountable Officer, who will issue a credit for such property and furnish a copy thereof to the individual. If shortages are found to exist, or if damage (not the result of fair wear and tear) is discovered, the Accountable Officer will advise the person concerned, with a view to obtaining an adjustment. If no adjustment can be effected, the matter will be turned over to a Board of Survey, which will fix responsibility.

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PART III - SUPPLY, SECTION C - STOCK CATALOG

1. AUTHORITY

The Chief, Logistics Office, will be responsible for the development and maintenance of an Agency Supply Catalog in accordance with Public Laws 152 and 754, 81st Congress, and such governmental directives as have been or may be issued.

2. MISSION

Included in the above responsibilities are:

- A. The conversion of data pertaining to items of supply into names and descriptions suitable for use in the Agency Supply Catalog.
- B. The maintenance of such liaison with Government agencies and commercial firms essential to the development and maintenance of Agency Supply Catalogs.
- C. The development of a stock classification system using, when available, item names, description patterns, and item descriptions prescribed by Munitions Board Catalog Agency (MBCA) and American-British Classification (ABSC).
- D. The maintenance of such records and statistics as may be necessary for the accomplishment of the above and for such informational uses as are required.

3. POLICY

- A. Agency Catalogs and revisions thereto will be the sole source of property classification for such items as are contained therein.
- B. All organizational components of the Agency will use the Supply Catalog to ensure the use of correct stock numbers and descriptions in preparing requisitions.
- C. All property for which there is a recurring demand will be identified with a stock number and proper description, which will be assigned insofar as possible in conformance with procedures established by MBCA, by the Catalog Branch, Supply Division.
- D. The classification of property as to expendability or non-expendability will be as prescribed by the Munitions Board Catalog Agency. The expendable or non-expendable status will be shown in the Agency Catalog.
- E. Regulated items will be so indicated in the Agency Supply Catalog.

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PART III - SUPPLY, SECTION D - STOCK LEVELS

1. Stock levels are authorized or directed quantities of materiel to be maintained on hand and on order in anticipation of issue demands. Levels of consumable materiel, on which valid consumption or usage data has been obtained, are normally expressed in terms of "days of supply" while levels of non-consumable materiel, such as fixed equipment and special items are normally expressed in terms of fixed quantities by unit of issue.
2. Stock levels consist of two essential parts which are:
 - A. Stockage objective, the amount of materiel to be maintained on hand.
 - B. "Pipeline time" or "ordering-shipping time", the average time which elapses between the ordering of materiel and receipt. Pipeline time varies in accordance with distance from source of supply and other such factors. Pipeline time has a direct effect on stock levels, but not on stockage objective. The pipeline time expressed in days of supply represents the quantity of materiel which should be on order at all times.
3. Safety Stock Levels are levels of essential materiel established to insure continued operations during minor interruption of normal replenishment or unpredictable fluctuations in supply demand.
4. Standby Levels are levels of vital materiel established when infrequent use would not otherwise justify the establishment of levels, and the lack of which might cause serious consequences. Example: Parts for fire fighting equipment.
5. Seasonal Levels are levels of materiel having seasonal use such as fuel for space heating, winter clothing, etc. Seasonal levels must be given careful consideration in order to have required materiel available when needed.
6. Strategic Levels are levels specifically authorized or directed for stockpiling materiel for future possible use or as emergency reserves. Strategic Levels will not be considered a part of the normal stock levels of Depots or Stations.

7. BASIC POLICY

Following is the Agency basic policy concerning establishment and maintenance of stock levels contingent upon availability of funds and storage facilities.

- A. The Chief, Logistics Office, will direct the levels to be established in General Depots and Specialized Depots.
- B. Except as otherwise specifically authorized by the Director, the stockage objective of Field Depots will not exceed 180 days.

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C. Except as otherwise specifically authorized by the Director, the stockage objective for Field Stations will not exceed 60 days.

D. Except as specifically authorized by Senior Representatives or Chief, Logistics Office, Field Stations will not establish stock levels for non-expendable equipment when unit cost exceeds \$20. (Equipment in use does not constitute a part of stock levels).

E. Field Depots and Stations will determine "pipeline time" for specific item based on experience and forecast. The stock levels for items will vary according to variations in pipeline time. Example: A Station maintains a stockage objective of 60 days supply of a certain item. The pipeline time is 120 days, therefore, the stock level is 180 days, with generally 60 days stock on hand and 120 days stock on order. Senior Representatives will periodically review "pipeline" data used by Field Depots and Stations.

F. Senior Representatives may authorize establishment of Safety Levels and Standby Levels within the limitations of para. 7b and 7c, above.

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PART III - SUPPLY, SECTION E - REQUISITIONING

1. GENERAL

A. A requisition is a document whereby components of the Agency, foreign and domestic, request material from authorized sources of Supply. (Also see Section H. Issue and Use of Government Property).

B. Agency components are authorized to requisition material within the prescribed allowances set forth in current Budget Appropriations, Tables of Allowances, Tables of Equipment, Material Allowance Lists, or other published allowance authority.

C. Station and Depot Chiefs are authorized to initiate requests for material through proper channels, and such authority may be delegated to Accountable Officers.

D. Supply agencies will furnish all components of the Agency within their respective sphere of supply responsibility with instructions as to the procedures governing requisitioning of material.

2. APPROVAL

A. Headquarters requisitions for the following types of materials will be forwarded through the Office indicated below for technical guidance and/or approval prior to issue by the Logistics Office.

(1) Executive Furniture - Authorized for Assistant Directors, Office Heads, their immediate staffs, grade GS-15 and above, and supporting secretarial staffs. Approval by Chief, Logistics Office.

(2) Ordnance Supplies and Equipment - If utilized in the Departmental area. Approval of Chief, Inspection and Security Office.

(3) Surveillance and Photographic Equipment - Approval of Chief, Technical Services Office.

(4) Communications Supplies and Equipment - Approval of Assistant Director for Communications.

(5) Medical Supplies and Equipment - Approval of Chief, General Services.

(6) Reproduction Equipment - Approval of Chief, Administrative Services.

(7) Business Machines and Equipment and Forms not previously approved. - Approval of Chief, Organization and Methods Service, Office of the Comptroller.

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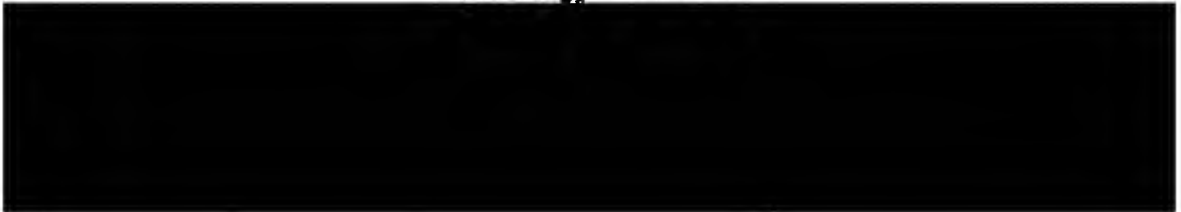
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5. REGULATED ITEMS

A. Regulated items are major items of materiel which require close control because of cost, sensitivity, limited application or other such factors. Regulated items will be indicated as such in the Agency Stock Catalog. Central procurement or shipment of Regulated Items from Specialized or General Depots will be controlled by the Chief, Logistics Office. Control of Regulated Items located physically within their areas of responsibility rests with Senior Representatives.

6. REQUISITIONING CHANNELS

A. Requisitioning channels will normally be from User to Station, to Field Depot, to General Depot.

B. Where Field Depots do not exist, requisitions will be submitted to General Depots directly from Stations.

C. However, requisitioning channels as prescribed above will not be placed in effect until specifically authorized by the Chief, Logistics Office.

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PART III - SUPPLY, SECTION F - DISTRIBUTION AND TRANSFER OF PROPERTY

1. DISTRIBUTION

Generally, the distribution of centrally procured agency materiel will be from procurement to General or Specialized Depots to Field Depots to Stations to Users.

2. RE-DISTRIBUTION

The Chief, Logistics Office, will re-distribute Agency material assets as required to meet overall requirements. Senior Representatives will re-distribute assets under their control to meet operational requirements or to utilize excess materiel to the fullest extent.

3. TRANSFER OF GOVERNMENT PROPERTY

A. To or from Government agencies:

Transfers of Government property from other Government agencies may be accepted on behalf of the Agency by those individuals designated by memoranda from the Chief, Logistics Office or Senior Representative, whichever is appropriate, and one copy of such memoranda will be kept on file in Logistics Office. Transfers of Agency property to other United States Government agencies may only be made with written consent of Chief, Logistics Office, or his designee.

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C. Transfer of Government property to foreign governments

When, as determined by the Director, it is operationally advantageous to transfer Agency property to a foreign government, the Logistics Office or Area Senior Representative will arrange such transfer.

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PART III - SECTION G - AUDIT & INVENTORY

1. AUTHORITY

- a. Accountable Officers will inventory all items under their control to assure a complete or cycle inventory at least each year.
- b. Records & materiel are subject to inspection at any time.
- c. All Agency property accounts are subject to audit and inventory under the direction of the Auditor-in-Chief.

2. PURPOSE

The purpose of audits and inventories are:

- a. To make physical examinations of materiel on hand and in use.
- b. To conduct reviews and inspections of the property accounts.
- c. To ensure that the interests of the United States Government are being maintained by proper accounting procedures and controls.

3. RESPONSIBILITIES

Office Heads, Depot Chiefs, Station Chiefs, and all other personnel will cooperate to the fullest extent possible in the conduct of audits and inventories and will make available:

- a. Personnel necessary to accomplish the audit and inventory.
- b. Correspondence, vouchers, and records of procurement and supply activities.

**PART III - SUPPLY, SECTION H
ISSUE AND USE OF GOVERNMENT PROPERTY**

1. ISSUES

A. Issues will be made only for authorized purposes, within authorized allowances and to authorized individuals.

2. SUBSTITUTION

A. Supplying activities are authorized to make substitutions in order to meet requirements from available assets when such substitutions will obviously fill the requirements, security considered. Otherwise, substitutions will not be made except upon approval of requester.

3. USE OF GOVERNMENT PROPERTY

A. Employees of the Agency will not use Government property for private use or personal gain (violations of this regulation are subject to severe penalties by public law).

4. PROPERTY LOANED TO ORGANIZATIONS OR INDIVIDUALS NOT PART OF THIS AGENCY

A. When property is authorized for loan, documents recording the loan will show:

- (1) Authority for making loan.
- (2) Materiel involved.
- (3) Issuing date, and custodian by name and organization.
- (4) Approximate period involved.

B. Authorizing individuals will ensure that such loans preclude monetary loss to the United States Government, except in the interest of operational attainment. The Chief, Logistics Office, and the appropriate Senior Representatives, or their designees, will be the authorizing officials.

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**PART III - SUPPLY, SECTION I - MATERIEL DISPOSITION
(NOT INCLUDING ISSUES, TRANSFERS OR LOANS)**

1. DEFINITIONS

Materiel to be disposed of may be:

A. CONDEMNED PROPERTY

Property which has been condemned as a menace to health, or which has become unserviceable clearly beyond practicable repair.

B. EXCESS PROPERTY

Property excess to the needs of the Agency but not yet determined to be surplus.

C. OBSOLETE PROPERTY

Property which has been or is being replaced by equipment which better serves the purpose: Property which can no longer adequately perform the mission required of it.

D. SALVAGE

Property that has some value in excess of its basic materiel content but which is in such condition that it has no reasonable prospect of use for any purpose as a unit, and its repair or rehabilitation for use as a unit is clearly impracticable.

E. SCRAP

Personal property that has no value except for its basic materiel content, and includes waste.

F. SURPLUS PROPERTY

Public property that is not required by any Government Agency.

2. METHODS AND INSTRUMENTS OF DISPOSAL

A. Salvage and scrap will be sold if possible, otherwise it will be disposed of by the best means available.

B. Accountability for condemned property may be terminated by execution of a proper certificate by the appointing authority to be filed in the accountable officer's vouchers. Upon condemnation, property becomes scrap or salvage materiel and will be disposed of as specified in 2A above.

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C. Surplus and excess property will be disposed of in accordance with the Field Procedures Manual.

D. Obsolete property will be used to the maximum extent possible. It will not be suspended from use because of obsolescence when it can still be utilized for operational purposes.

3. Regulated items will not be disposed of as condemned, scrap or salvage, until reported to the Chief, Logistics Office.

4. Depot and Station Chiefs will utilize available Department of Defense facilities to the maximum extent possible in disposing of material authorized for local disposition.

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PART III - SUPPLY, SECTION J - BOARDS OF SURVEY

1. A Board of Survey is a formalized body for inquiring into the status or condition of Government property which has been lost, destroyed or damaged or otherwise rendered unavailable for its intended use; for determining or relieving responsibility therefor; and making recommendations for its future accountability and/or disposition.

2. The purpose of a Board of Survey is to set forth for the convening authority all facts and circumstances relative to the condition of the Government property described in the survey; to determine the causes of damage, loss, or destruction; to determine or relieve from responsibility for such loss or damage; and to recommend appropriate accounting action and disposition of the items involved. Such action is designated as a Report of Survey.

3. A Report of Survey will be required under the following circumstances:

- a. When property is lost or cannot be accounted for (Except for "operational losses" in the accounts of Accountable Officers)
- b. When property is destroyed or damaged, except by fair wear and tear.
- c. When property has been misappropriated, misused or disposed of in an unauthorized manner.

4. Reports of Survey will be submitted by responsible individuals within thirty days after discovery of conditions requiring Reports of Survey. When this thirty day period is exceeded, an explanation will be furnished.

5. COMPOSITION OF BOARD OF SURVEY

a. Departmental Headquarters Board of Survey will be composed of members as listed below and authorized to act on matters pertaining to loss, damage, destruction, theft, or disposition of public property for which CIA is responsible:

Chairman	Deputy Asst. Deputy (Inspection & Security)
Member and Legal Advisor	Assistant General Counsel
Member and Recorder	Deputy Chief, Logistics Office
Member	Assistant Comptroller

Three members will constitute a quorum.

b. The Senior Representative will establish a Board of Survey in his area, to serve in the same relationship as the Departmental Headquarters Board of Survey to the Deputy Director (Administration). Investigating Officers will be appointed by the Area Board of Survey, Depot Commanders, or Station Chiefs, as appropriate.

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c. Depots and Stations will establish a Board of Survey consisting of one or more persons.

6. BY WHOM APPROVED

a. HEADQUARTERS

(1) The Deputy Director (Administration) will be the approving authority in all cases of survey in excess of \$1,000.00.

(2) Except as stated in b and c below, the Departmental Headquarters Board of Survey will be the approving authority in all cases of survey less than \$1,000.00.

(3) In cases where pecuniary responsibility is established, the individual may appeal, in writing, through the Departmental Headquarters Board of Survey within 30 days after receipt of notification of such liability, to the Agency Director.



c. OVERSEAS AREAS

(1) The Deputy Director (Administration) will be the approving authority in all cases of survey in excess of \$1,000.00.

(2) Except as stated in (3) & (4) below, the Area Board of Survey will be the approving authority in all cases less than \$1,000.00.

(3) Station Chiefs may take final action on Reports of Survey not in excess of \$100.

(4) Depot Chiefs may take final action on Reports of Survey not in excess of \$100.

(5) In cases where pecuniary responsibility is established, the individual may appeal, in writing, through the Departmental Headquarters Board of Survey within 60 days after receipt of notification of liability, to the Agency Director.

7. DUTIES OF THE DEPOT AND STATION BOARDS OF SURVEY

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- a. Inspect the property under survey and thoroughly examine the circumstances attending its status.
- b. In the case of lost, stolen, or missing articles, the Board will, when possible, inquire into the causes to determine responsibility, taking into consideration what measures were taken to prevent such loss or theft.
- c. In the case of damaged property, satisfy itself that such damage was or was not caused by willful intent, negligence, or carelessness.
- d. Determine the monetary extent of such damage and whether economical repairs can be made.

8. DUTIES OF THE HEADQUARTERS BOARD OF SURVEY

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- a. Review all Reports of Survey in excess of \$100 submitted by activities.
- b. Review all Reports of Survey in excess of \$1000 submitted by activities under the control of Senior Representatives.
- c. Determine by review that proper and adequate action has been taken by responsible activities.
- d. Take final action as indicated in par 6a.

9. DUTIES OF SENIOR REPRESENTATIVES' BOARDS OF SURVEY

- a. Review all Reports of Survey in excess of \$100.
- b. Determine by review that proper and adequate action has been taken by responsible activities.
- c. Take final action as indicated in par 6c.

10. POLICY ON PECUNIARY LIABILITY

The Agency policy on assessing pecuniary liability is listed below for the guidance of Station & Depot Commanders, Senior Representatives and Survey Boards:

- a. Individual Responsibility: When property issued to an individual for his express individual use becomes the subject of a Report of Survey, that individual will show cause why he should not be held liable.
- b. Supervisory Responsibility: When property for which an individual has supervisory responsibility becomes the subject of a Report of Survey, liability will not be assessed unless one or more of the following conditions are established beyond a reasonable doubt:

- (1) The responsible individual did willfully cause, or allow to be caused, misuse, misappropriation, abuse, or unlawful disposal of Government property.

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(2) Willful noncompliance with regulations and directives to the extent that such acts or omissions were direct causes of the conditions which required a Report of Survey.

(3) Gross negligence.

(4) Other contributing factors constituting reckless indifference to consequences.

11. FINDINGS OF THE BOARD OF SURVEY

a. The report will generally be confined to findings of facts and recommendations.

b. The report will state in every case whether or not an individual or individuals are found to be responsible.

c. Indicate the action to be taken on the disposition of property.

d. Where all members of the Board concur in the findings, the report will be signed by each member so indicating.

e. Should a member not concur, he shall submit a signed minority report to be embodied in the record immediately after the majority report is made.

12. SUBMISSION OF INVESTIGATION AND REPORT

The investigation and reporting action of the Board of Survey will normally be completed and returned within 20 days of date of receipt of Survey Report. When unforeseen complications are encountered, the convening authority will authorize extensions until completed.

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PART III - SECTION K - REPORTS

1. **GENERAL**

a. The Chief, Logistics Office, will initiate, maintain, monitor, and control material reporting and reporting systems for the Agency, which will enable the Agency to:

- (1) Determine procurement and storage requirements.
- (2) Assign and control the utilization of material.
- (3) Determine the current status of stock by location.
- (4) Compute the monetary value of all or any part of the property in storage or in use by the Agency.
- (5) Direct the transfer of material within or between areas.

b. Senior Representatives may institute such reports within their realms of responsibility as are required in carrying out their missions.

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